

## EAGLE JUNCTION STATE SCHOOL



### Requests for Information and Assessments from External Providers

External providers can offer a valuable service in supporting individual students. At Eagle Junction State School, we recognise that effective collaboration with these providers can enhance the support a student receives. As part of the external provider's process of assessing need and supporting students, schools may be requested to provide information regarding a student's current presentation, progress, functioning and support needs.

To ensure this information is handled appropriately, Eagle Junction State School follows best practice procedures, sharing information professionally and in accordance with departmental guidelines and privacy requirements when responding to requests from external providers.

<input type="checkbox"/>	Requests for student information for external providers are to be made <b>in writing through the Principal and Head of Inclusion</b> . Complete the below form and return to the administration office or alternatively, email the Head of Inclusion at <a href="mailto:admin@eaglejunction.eq.edu.au">admin@eaglejunction.eq.edu.au</a>
<input type="checkbox"/>	Parent/caregiver <b>consent must be documented</b> prior to the school responding to the request. Following your request for information a third party consent form will be provided to you. The Department of Education needs consent in writing before it uses, records or discloses personal information, or materials, with third party individuals and organisations. You can withdraw your consent at any time in writing by emailing the principal. Further information is included in the explanatory letter.
<input type="checkbox"/>	<b>A three-week timeframe</b> commencing on the receipt of requests is required, out of respect for our teacher's valuable time.
<input type="checkbox"/>	Any tests or questionnaires must be provided in <b>paper form or emailed PDF</b> . Online assessments cannot be completed as they breach Department of Education policy around storing information offshore.
<input type="checkbox"/>	Information requested will be <b>emailed and posted directly to the external provider</b> . A summary of results or a copy of any ensuing reports should be provided to the school.

To the Principal,

RE: Request for student information for

\_\_\_\_\_  
(student name)

\_\_\_\_\_  
(class)

I am writing to request information be provided for my child's upcoming specialist/external provider appointment and understand that the school will contact me to complete a consent form in regards to the information requested.

The date of my child's next appointment is \_\_\_\_\_

Eagle Junction State School is requested to provide the following:

\_\_\_\_\_  
\_\_\_\_\_

Signed: \_\_\_\_\_

Name: \_\_\_\_\_ Date: \_\_\_\_\_

School to complete  
Principal Approval:  
Yes / No  
Date:

Third Party Consent  
Form completed:  
Yes/No  
Date:

Information sent to  
External Provider  
Date: